

NOTIFICATION NO. KU/POL./2021/003
Date: August 5th, 2021

**Subject: Karnavati University – Rules for Academic Calendar
(Issue 01 Revision 02)**

Karnavati University hereby notifies ‘Rules for Academic Calendar’ as appended herewith. This is to acquaint the students and the employees of the University with the Academic Cycle. The Academic Calendar comprises the dates of Induction/Orientation and Commencement of classes for the new batches, last teaching day, conduct of the examination etc.

This comes into immediate effect.



Tariq Ali Saiyed
Registrar





Rules for Academic Calendar

Policy title	Rules for Academic Calendar
Key stakeholders	Teaching Employee Non-Teaching Employee Students
Approved on	5 th August 2021
Date effective from	6 th August 2021
Next version	
Relevant policies	Rules and Regulations for the examinations and award of degrees Student Admission Policy Rules on Application of Leaves for Teaching and Non-Teaching Employees
Relevant committees	Disciplinary committee
Related Guideline	UGC Guidelines on Examination and Academic Calendar in view of Covid-19 pandemic, 2021

1. Short title and Commencement

These rules shall be known as the “*Rules for Academic Calendar*”.

2. Objective

The objective of these rules is to acquaint the students and the employees of the University with the Academic Cycle that is to be followed and to allow them to better prepare and plan their schedule according to the Academic Calendar.

3. Definitions

- i. “**Batch (es)**” shall refer to the students enrolled in an academic course/program offered by the constituent Institutes in every academic year.

4. General Rules

- i. The University shall prepare an Academic Calendar for each Academic year or Academic semester as the case may be to provide the tentative dates of all the events to be conducted and performed by the end of the academic year.
 - a. The Academic Calendar may consist of two semesters – winter and summer for all the undergraduate and postgraduate courses.
 - b. There may be a yearly academic calendar for doctoral courses.
- ii. Each constituent institute of the University shall make a detailed academic calendar based on the Academic Calendar prepared by the University. The constituent Institute shall frame the academic calendar as per the course-work requirements of each course/program offered by the constituent Institute of the University, as per the guidelines issued by the regulatory authorities, wherever applicable.
- iii. The Academic Calendar shall mention the dates of Induction/Orientation and Commencement of classes for the new batches, the tentative dates of convocation for the final year/alumni students.
- iv. The term of the semester is supposed to have at least 16 (sixteen) instructional teaching weeks in length which shall also include the end of semester examinations.
 - a. The constituent institute may increase or decrease the length of the instructional learning weeks depending on the outline of the course and

- the mandates of the statutory or regulatory authority, wherever applicable;
- b. The instructional learning week(s) shall be at the discretion of the constituent institute of either 5 (five) days or 6 (six) days starting from Monday.
- v. The Academic Calendar for each academic semester or academic year (as may be applicable) shall provide the tentative dates for:
- a. Beginning and Last day of teaching work;
 - b. Conducting of classes;
 - c. Dates of end of semester examinations;
 - d. Dates and deadlines for mid-semester examinations and internal assessment projects, reports, or assignments submissions and conducting of viva-voce;
 - e. The period of internships/field-work/visits and the like, wherever applicable;
 - f. The Annual Holidays, Summer/Winter breaks, and any annual events of the University/Institution;
 - g. Any other detail as the case may be.

5. Holidays/Vacation

- i. 26 January (Republic Day), 15 August (Independence Day), 2 October (Gandhi Jayanti) shall be National Holidays;
- ii. There shall be a break of almost 7 (seven) to 20 (twenty) days between the completion of the on-going semester and the commencement of the next semester. The student may utilize this break for internships or field - work experiences;
- iii. Diwali vacations/Summer break/Winter break shall be declared by the University via notification.
- iv. Any other holiday(s) shall be based on the Government Notification and Calendar.

6. Miscellaneous

- i. In case of introduction of any new laws, regulations, policies, ordinances, by the UGC or any other Statutory Body, which directly affects the workings of this policy, then the policy shall be subjected to amend, modify or change to comply with them.
- ii. In the case of any unforeseen events which may be including but is not limited to any pandemic situation, natural calamities, or man-made calamities, which in turn severely hampers following the Academic Calendar, then the University shall issue a new directive or notification for such events.
- iii. If in the opinion of the University, the academic calendar is required to be modified, the University shall make such modifications as may be deemed necessary.